



Yellowstone County

Request to Expend

This form is to be completed for all Capital outlay requests (a single item costing \$1500.00 or more or a useful life of at least one year). Please attach all pertinent paperwork with price quotes, if available, and forward to the Purchasing Department with a completed Requisition. The Account Code numbers, and budget balance lines must be completed by the requesting Department. Please use the most recent budget report to obtain this information. This will be verified by the Purchasing Department. If the item(s) to be purchased are over the budgeted amount or were not budgeted, Commissioner approval is required prior to placing the order.

Item(s) Requested:

Carpet tiles (2002) for rooms 516 and 517
in the courthouse

Cost: \$9,055.00

Other Costs: _____

Less Trade-in / Discount _____

Net Cost of Request \$9,055.00

Explanation of Purchase

Replace 25 year old carpeting. Accepting 2002
alternative.

Budget Information

Account Numbers: 4050.000-599.411200.920

Budget Balance: \$9,696.26

Is this a budgeted item? YES

Finance Note: Annual Carpet Replacement \$15,000

COMMISSIONER ACTION

Approved: YES ___ NO ___

Tabled: _____

Date: _____

Votes: YES NO

Chairperson _____

Member _____

Member _____

[Signature]

Purchasing Agent

5-29-2019

Date

**Yellowstone County
Courthouse Carpet Replacement
Quote Sheet**

The County reserves the right to reject any bids that are incomplete, conditional, have omissions, or have irregularities.

By submitting the bid, the contractor acknowledges that he is familiar with the bid documents, the facilities, and the sites.

- | | |
|--|----------------------|
| 1. Lump sum cost – 516 – 17 oz | <u>\$4,098.00</u> |
| 2. Alternative Lump sum cost – 516 – 20 oz | <u>\$4,400.00</u> |
| 3. Lump sum cost – 517 – 17 oz | <u>\$4,344.00</u> |
| 4. Alternative Lump sum cost – 517 – 20 oz | <u>\$4,655.00</u> |
| 5. Date that work will begin | <u>TBD</u> |
| 6. Days needed for completion | <u>1.5 – 2 weeks</u> |

Provide Specification Sheets for materials to be used.

Provide three references from similar projects – Western Municipal, Northern Broadcasting, Adult Resource Alliance

Pierce Flooring
Company Name

Jeff Anderson
Authorized Representative

2950 King Ave W.
Mailing Address

Billings, MT 59102
City, State and Zip Code

406-652-4666
Telephone Number

5/20/19
Date

I acknowledge receiving the following addenda, if applicable:

#1
Initials Date

#2
Initials Date

#3
Initials Date